



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEIM-IV (25-1)

22 July 1998

MEMORANDUM FOR Commanders/Directors, Major Subordinate Commands, Laboratories,  
and Field Operating Activities; HQUSACE, Directors and  
Chiefs of Separate Offices

SUBJECT: US Army Corps of Engineers (USACE) Electronic Publications

1. The USACE publishes in excess of 5,000 publications each year. These publications provide invaluable guidance and technical information to USACE team members and customers. During FY97, USACE invested more than \$9.9 million (M) to print and distribute publications. Of that dollar amount, more than \$8.2 M was for "official" publications consisting of regulations, circulars, technical letters, manuals, pamphlets, reports, studies, and other document categories. Printing and distribution costs for "official" publications in FY97 for Headquarters alone were approximately \$740,000 and for the remainder of USACE were approximately \$7.5 M.

2. New business processes and information technology now enable USACE to accelerate promulgation of publications, satisfy customer needs faster, and achieve significant cost avoidance in printing and distribution. HQUSACE is capitalizing on this technology through the establishment of an Electronic Publications Library on the INTERNET at <http://www.usace.army.mil/inet/usace-docs/>. The utilization of this library by USACE team members and the public brings to reality, a "one door to the Corps" repository for "official" HQUSACE publications. Through this INTERNET Library, HQUSACE publications will be distributed electronically. To that end,

a. Printing of HQUSACE "official" publications will cease effective as of date of this memorandum.

b. All other USACE "official" publications will no longer be printed after 30 September 1999.

3. While electronic publications will satisfy the majority of publication needs, it is recognized that there may be exceptions to this format. Publications with complex information content, unique use and/or diverse audiences may require production and distribution of printed material. A Publications Review Committee (PRC) will be established in HQUSACE to identify such non-electronic publications. HQUSACE proponents who believe specific publications must be printed, will submit these requirements to the PRC for determination of format. The committee will review and determine whether or not a specific "official" publication shall be printed.

4. Policy and direction herein is being incorporated into a revision of OM 25-1-5 1, "Guidance for Preparation and Processing of Publications within HQUSACE." My point of contact for matters herein is Mr. Charles A. Gregory, telephone 202-761-1813.

FOR THE COMMANDER:

ALBERT J. GENETTI, JR.  
Major General, USA  
Chief of Staff